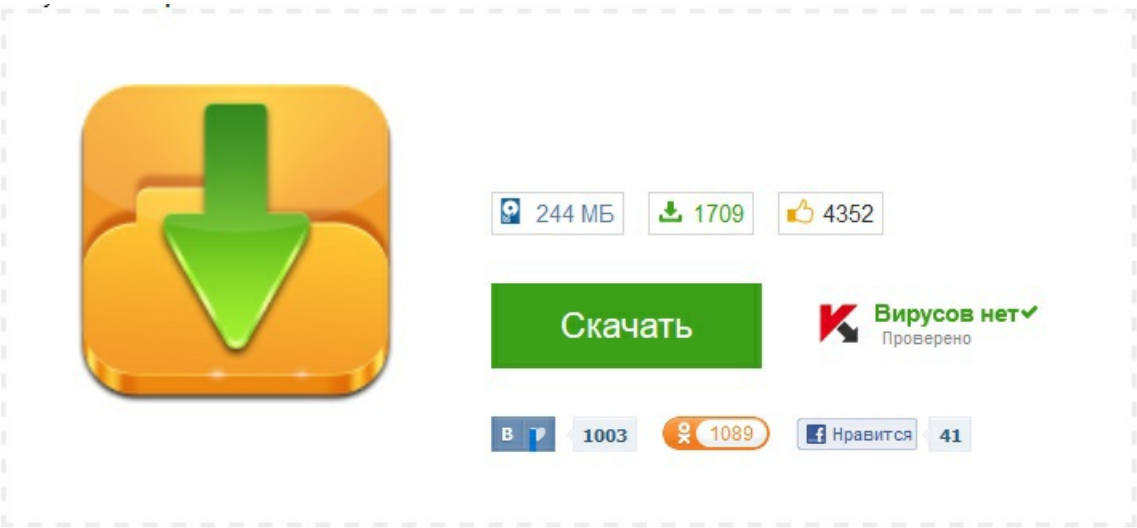бланк сертификата пустой в ворде скачать